

KDE WorkKeys Testing Notice #1: 2014.09.23 – Important 2014-15 Testing Information

Dear ACT WorkKeys Test Coordinators:

Congratulations on your participation in ACT WorkKeys Testing and the National Career Readiness Certificate (NCRC) program! ACT and the Kentucky Department of Education (KDE) are again pleased to work together this year to provide an opportunity for every preparatory senior in Kentucky enrolled in Career and Technical Education programs during the 2014-2015 school year to earn the National Career Readiness Certificate.

Qualifying students will be awarded a National Career Readiness Certificate. Electronic certificates will be provided by KDE, with each school printing the certificates and distributing them at awards night or graduation.

ACT WorkKeys Testing Program Overview Webinar: ACT and KDE will co-host an informational program overview webinar on **Tuesday, September 30, from 3:00 p.m. to 4:00 p.m., Eastern Daylight Time (EDT)**. The purpose of this webinar is to provide an overview of the KDE WorkKeys testing initiative. Angie Fischer, Division of College and Career Readiness, KDE, will join us as we start the new school year. To join the webinar, register in advance at: www2.gotomeeting.com/register/817004130.

ACT WorkKeys Testing Windows: This year there are two testing windows scheduled for ACT WorkKeys Testing in Kentucky. Test administration dates are:

- **WorkKeys Internet Version (WKIV) Testing** - from **December 1, 2014** through **March 31, 2015**.
- **Paper Testing** - from **February 16** through **February 27, 2015**.

Paper Testing Format: NEW this year, test coordinators will receive a link to order Paper testing materials through an **online “ACT WorkKeys Materials Ordering” portal system** that will be open **December 8 – 12, 2014**. Retesting is not paid for by KDE, but tests may be purchased using the “ACT WorkKeys Assessments and Materials Order Form for Education and Government-Funded Programs.” The “2014-2015 ACT WorkKeys Administration Manual for Paper Testing” will become available by the end of October at: www.act.org/workkeys-private/reference/manuals.html.

WorkKeys Internet Version (WKIV) Testing Format: WorkKeys Internet Version testing is also being offered to schools that meet technical and training requirements. Authorized locations, recently identified by KDE, will receive testing and administrative URLs (realms) by e-mail **no later than October 10, 2014**. Billing for the establishment of the realms will be sent to the schools directly from KDE. Online training will be provided throughout the testing cycle, beginning in October. In addition, the “ACT WorkKeys Internet Version Test Administration and User Guide” is available at: www.act.org/workkeys-private/reference/manuals.html. There are also “WorkKeys Internet Version Quick Start Guides” available at: www.act.org/workkeys-private/reference/guides.html.

Compliance: All individuals participating in the administration of the testing program must comply with the “Administration Code for Kentucky’s Educational Assessment Program” and “Inclusion of Special Populations in the State-Required Assessment and Accountability Programs.” The online training may be accessed at: education.ky.gov/aa/distsupp/pages/admincode.aspx.

Accommodations: Testing for students requiring accommodations include the following options:

- **WKIV testing** – Extended Time may be arranged.
- **Paper testing** – Extended Time, Large Print, Reader’s Scripts, Audio DVDs, and/or Braille. Paper testing materials may be ordered through the same online ordering portal as standard testing

ACT WorkKeys Page on the Kentucky Department of Education Website: A variety of ACT WorkKeys documents will be available throughout the school year on the ACT WorkKeys page of the Kentucky Department of Education website (education.ky.gov/CTE/Pages/ACT-WorkKeys.aspx) under the Career and Technical Education section. We encourage you to bookmark the website and check it often for new and updated documents. The “ACT WorkKeys Kentucky Department of Education Checklist of Dates 2014-2015” and the “WorkKeys Frequently Asked Questions” document are already posted on this website.

WorkKeys Internet Version (WKIV) Training: There are two KDE-specific training webinars scheduled for ACT WorkKeys Internet Version testing. The webinar on October 23 (12:30 p.m. – 2:30 p.m., EDT) is required for all test coordinators and proctors. The webinar on October 30 (2:00 p.m. – 4:00 p.m., EDT) is for those schools that plan to use groups and/or batch loading in their test administration. You may also attend any of the monthly national training webinars on the same topics. Registration information for the webinars will be provided in the next KDE WorkKeys Testing Notice.

Question & Answer Webinars: ACT and KDE will co-host two live Question & Answer (Q&A) webinars on November 13 (2:00 p.m. – 3:00 p.m., EST) and January 14 (2:00 p.m. – 3:00 p.m., EST). These Q&A webinars are designed to address questions that you have after attending WKIV training webinars or reviewing the “2014-2015 ACT WorkKeys Administration Manual for Paper Testing.” Registration information will be included in the next KDE WorkKeys Testing Notice.

Important Student Identification Information: Be sure that students use exactly the same identifiers in the five critical ID fields every time they take a test, or they may earn qualifying scores and not receive an NCRC. The five critical ID fields are **first name, last name, month of birth, day of birth, and Examinee ID**. The Examinee ID is a number that you will enter when you complete a student registration, and it **MUST** be the complete ten-digit Student State Identification Number (SSID).

Questions: Throughout the school year, if you have questions or concerns, please send an e-mail to workkeys@act.org. Typically, e-mails will be answered within one business day. If you have an immediate need, please call us at 800.WORKKEY (800.967.5539) and identify yourself as a KDE school.

We look forward to working with you and your colleagues this year toward a successful implementation of ACT WorkKeys Testing for your students.

Sincerely,

The KDE WorkKeys Team